



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Post Title & Subject Area:	Building Services Engineer
Unit:	Buildings & Estates
Post Duration:	Permanent
FTE:	(1 FTE)
Grade:	Grade 5
Reports to:	Head of Building Services
Comp Ref:	011211



1. Job Advertisement

Applications are invited for an appointment as **Building Services Engineer**, Full time Permanent, in **Buildings & Estates (B&E)** at University of Galway.

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2020-2025 - University of Galway](#)

Salary: €61,632-€83,555 (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy](#).

This appointment will be made on the Grade G5 pay scale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on Friday, 15th of August 2025. It will not be possible to consider applications received after the closing date.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation. Further details are available at www.dbei.ie

For more information and Application Form please see [Jobs - University of Galway](#). Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications \(universityofgalway.ie\)](#)

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.

2. Role Relationships

Reporting directly to the Head of Building Services, the post holder will have specific daily contact with:

a) Internal

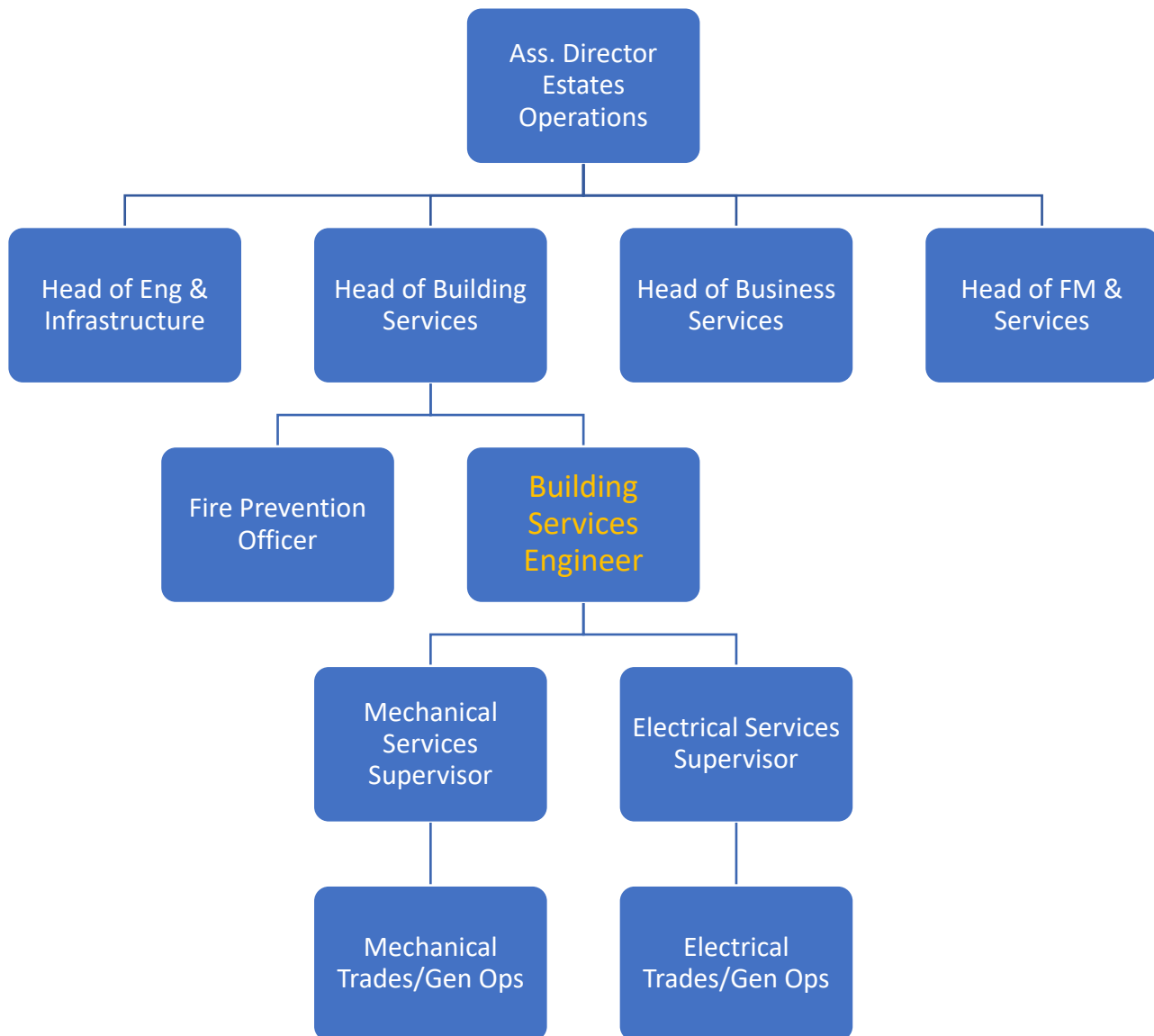
- Director of Real Estate
- Assistant Director Estates Operations
- Assistant Director Estates, Strategy & Capital Projects
- Buildings & Estates Heads of Sections
- University Fire Prevention Officer
- Buildings & Estates Environmental Health & Safety Manager
- Buildings & Estates Procurement Manager
- Mechanical Services Supervisor
- Electrical Services Supervisor
- Mechanical & Electrical trades team
- Buildings & Estates Senior Management Team
- Buildings & Estates Project Group
- Integrated Outsourced FM Contractors
- University schools & colleges
- University Head of Compliance
- University support units e.g. H&S Office, PCO, CELT, ISS, HR, Bursar's Office etc.
- Executive Director of Operations / Chief Operating Officer
- President's, VPs and Registrar's Offices
- Bursar's Office
- Risk & Internal Audit Office
- University Insurance Services
- Office of Corporate & Legal affairs
- Senior officers within the University
- Marketing and Communications Office
- Commercial Services Office
- University catering operators
- University student residences operators

b) External

- University appointed contractors
- University appointed consultants
- University service providers
- Galway City & County Councils
- Higher Education Authority
- Sustainable Energy Authority of Ireland (SEAI)
- External auditors
- Residents Associations

- Construction Industry Federation
- Various professional bodies.
- Auditing bodies e.g. HEA, CAG, ERDF etc.
- Trades Unions
- Conference & event organisers

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

To carry out the role of Building Services Engineer and is responsible for supporting the Head of Building Services in leading the Buildings Services team of managers, supervisors, trades persons, general operatives and external contractors to safely manage the University's mechanical, electrical and fire safety services infrastructure and support the core business of the University.

4. Main Duties and Responsibilities

Operational Management

- Ensure business continuity in respect of essential mechanical and electrical (M&E) services and controls for the entire campus (100+ Buildings).
- Coordinate the strategies and operations of the Buildings Services hybrid team of direct staff and outsourced service providers to ensure the safe and efficient operation of the University's mechanical, electrical and utilities infrastructure on a 24/7 basis.
- Ensure that the University's mechanical and electrical services and utilities are maintained to the appropriate standards by implement preventative maintenance programmes, and reactive maintenance operations and projects.
- Carry out emergency procedures for any emergency situations, ensure business continuity and minimum downtimes in the event of emergency.
- Liaise with the University's Fire Prevention Officer to ensure the proactive implementation and management of all fire safety measures across the University, ensuring that the appropriate standards for fire safety precautions, equipment and life safety and fire prevention & protection systems are met and comply with all relevant regulations, Codes of Practice and statutory legislation, in particular the Fire Services Act, 1981 and the Building Control Acts.
- Ensure a strategic focus is maintained on key operational activities such as business continuity, service excellence, procurement, decarbonisation, support for commercial activities and corporate events, value for money, safety and compliance.
- Ensure decarbonisation and energy reduction is considered in all Business Services operations and projects.
- Support the University's Energy Performance Officer.
- Leading member of the University Energy Team.
- Support the reporting and monitoring of the University's energy performance and ensure that energy, emissions and related data is reported to the Sustainable Energy Authority of Ireland annually via the SEAI Monitoring & Reporting (M&R) system in accordance with Regulation 5(3) in SI 426 of 2014.
- Manage and direct the integration of all building services equipment into the Building Management System (BMS).
- Ensure that the Buildings Services team's practices and operations are fully compliant with all health & safety statutory legislation.

Budgets/Procurement Management

- Liaise with the Head of Building Services to annually establish and forecast recurrent/capital budget requirements for Buildings Services.
- Ensure that ACCORD (the Procurement Contract Management System), is kept up to date for Buildings Services contracts, frameworks and tenders.
- Co-operate with the B&E Finance/Audit Manager to compile and provide all financial/procurement information requests from internal and external auditors.
- Ensure compliance in the procurement of M&E supplies and service contractors to operate, service, repair and maintain the broad range of the University's mechanical and electrical infrastructure.

- Assist the Head of Building Services and the B&E Procurement Manager to establish new supplier/services frameworks as required.
- Liaise with the Procurement and Contracts Office (PCO) and Office of Government Procurement (OGP) to draw down from centrally established frameworks.
- Assist in managing all service contracts with external service providers to ensure that all financial transactions are up to date and completed at the end of each financial year.
- Prepare business cases for mechanical and electrical infrastructure project initiatives.

Capital & Minor Works Projects

- Pro-actively co-operate with the B&E Planning & Development Unit in the delivery of the University capital projects.
- Contribute to the development and ongoing maintenance of a Mechanical and Electrical (M&E) Design Guide, ensuring it supports the effective design, construction, and refurbishment of capital projects and existing building infrastructure
- Deliver mechanical and electrical projects within agreed parameters.
- Manage the compilation and review of internal and external technical submissions, specifications and designs on capital and minor works.

Performance & Quality

- Monitor SLAs and KPIs for all aspects of service delivery, developing a dashboard system for tracking key service performance metrics to facilitate benchmarking with HEFCE norms or other appropriate comparators
- Benchmark best practice against industry leaders.
- Support the retention of the University's ISO 50001 Energy Management Standard and actively pursue additional relevant external accreditations to enhance sustainability and energy performance.
- Carry out regular reviews of Buildings Services to ensure that they are fit for purpose, implementing change processes to drive improvement.
- Assist in devising and implementing a skills enhancement strategy for Building Services, supporting its rollout in relation to CPD, training, and other development initiatives. Contribute to ensuring the team and its members maintain an appropriate balance of technical expertise and professional management capabilities.
- Ensure that the performance Management and Development System (PMDS) is rolled out on a consistent and effective basis and completed in a timely fashion by December of each year.
- Ensure that all statutory inspections in Buildings Services are carried out and recorded to ensure that all of the University's legal, regulatory and best practice requirements are complied with.
- Ensure technology is utilised to its optimum in Buildings Services operations.
- Ensure that metrics are agreed, captured, and published to an agreed frequency.
- Work with the senior management team to deliver excellence in all aspects of B&E services.
- Support B&E in the delivery of the University's Strategic plans.
- Support the University's commercialisation strategies by working with the Commercial Services Unit to deliver excellent services.

Any other duties as may be assigned by the Director, the assistant Director, Head of Building Services or their nominee.

Key Deliverables:

- Business Continuity Plan and Protocol Response Documents are in place for all areas of responsibility, normalised, and priority-tested annually
- KPIs agreed for all key areas of activity
- Statutory inspection plan in place and implemented for all required areas of activities
- Procurement frameworks in place for all areas of activities
- Key data is captured, analysed and benchmarked
- Annual submission of the University's energy performance to the SEAI
- Retention of the University's ISO50001 Energy Management certification
- Unit operational plans, section plans are prepared and monitored annually
- P4G (Performance for Growth) is completed for all relevant staff each year
- Training and development is rolled out to an agreed annual target
- Customer consultation and feedback mechanisms are implemented

5. Requirements for the role:

The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:

Essential Criteria

- A Level 8 degree in Building Services Engineering, Energy Engineering, Mechanical Engineering, Electrical Engineering or related relevant areas.
- Valid relevant membership of a recognised professional institute.
- Evidence of Continual Professional Development.
- Experience for leadership, teamwork, team building and participation.
- Customer service delivery.
- Negotiating and influencing skills.
- Communication and interpersonal skills.
- Minimum of 3 years relevant experience working in a similar large or complex organisation environment.
- Experience leading and managing a team of direct staff and contractors in the delivery of a range of mechanical and electrical services.
- Experience in the management of business essential building services and installations.
- Experience in crisis management.
- Experience in health and safety management.
- Knowledge to be able to deliver projects from concept, through to design, procurement and construction/commissioning, often in response to tight deadlines.
- Change management experience.
- ICT competence.
- Strong analytical and decision-making skills.

- Ability to manage risk in situations where there is a requirement for a balanced solution to meet business needs.
- Working knowledge of the Technical Guidance documents, technical certification of mechanical and electrical systems, Irish Standards for Fire safety, Emergency Lighting, Gas, Water etc.
- Ability to identify, implement, and monitor energy-efficient solutions within building systems to reduce environmental impact and operational costs.
- Willingness to research and integrate emerging technologies to enhance the efficiency and sustainability of building services.

Desirable:

- Experience in public procurement and procedures.
- A postgraduate management or other relevant postgraduate qualification.

The above criteria will be utilised to shortlist and select candidates for interview.

Application

A. Existing University of Galway employees

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal <http://ess.universityofgalway.ie>. Core Portal user guides can be found at <https://www.universityofgalway.ie/human-resources/employeeselfservice/>. Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/times cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Agency staff who have three months continuous service with the University can apply for internal vacancies. Further information on CORE portal can be found here [CorePortal User Guide - University of Galway](#).

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **Friday, 15th of August 2025**.

B. All applicants will receive an acknowledgement of application.

If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@universityofgalway.ie or telephone 091-492151.

C. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees are ineligible to apply for this position.

D. Pension Entitlements:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Compulsory retirement age will be 70.

F. Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Please refer to Revenue circular (www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from University of Galway.

G. Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7

years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

H. Declaration:

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However, it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

J. Work Permits:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website www.djei.ie. Please see list of ineligible categories for work permits at <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//>

Assessment Procedure

A. Board of Assessors

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

B. Interview Dates

Candidates will be advised of arrangements in due course. We endeavour to give as much prior notice as possible for interview dates etc. Candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

C. Referees

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

D. Offer

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority. The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination.

Once a conditional job offer has been made, the candidate will be asked to complete a confidential pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post. The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

Human Resources Office.